

FORMAT FOR TWO-COLUMN NOTES

(Lesson)

Use the following steps to teach two-column note-taking:

1. Photocopy a selection from the text: also, make a transparency of the text selection.
 2. Looking at the overhead, read the first paragraph to the students and have volunteers suggest the main idea. Help them to understand what the author is trying to get across.
 3. Still working from the overhead, have volunteers suggest the details to accompany that main idea. Students should mark these on their papers.
 4. Using a transparency, demonstrate the two-column notes – a paper divided lengthwise into two columns. Demonstrate how to put the main idea on the left. (Have the first one done for them on a hand-out.)
 5. Demonstrate how to put the details on the right. (Have the first one done for them.)
 6. Read the next paragraph with the students, using the transparency. Ask for volunteers to suggest the main idea. Have students write it down.
 7. Use the same process to elicit the supporting details. The students write them down. They continue to work through the entire selection.
 8. Demonstrate how to use the notes to study from. Fold the paper down the center line. Show students how to self test by using key words and questions to the left.
 9. When students say they know the material, give a short quiz to reinforce this technique.
 10. Lead a discussion to show why this process works. Remind students that discussions such as this are essential to make us aware of strategies that work.
- Knowledge of the organization of text is essential (eg. Headings, subheadings, bold print, italics, etc.), so textbook layout must be studied before this strategy is introduced.
 - Do not assume that this is easy. Do several examples together.

TWO-COLUMN NOTES FORMAT SAMPLE

Main Idea
(Power One)

Detail
(Power Two, Three....)

Two-Column Notes

- a method of note-taking
- can be applied to all subjects
- condenses text
 - main ideas and details are recorded
 - minor details are eliminated
- encourages use of power-thinking
 - Power 1 – main idea
 - Power 2 – details which relate directly to main idea
 - Power 3 - sub-details which relate directly to detail
- teach students to select main ideas
 - focus on bold print
 - clues from headings
 - clues from topics and concluding sentences of paragraphs

Teaching the Strategy

- teach students to select details
 - omit details that repeat ideas
 - omit details not needed to support the main thought
- teach students to break down complete sentences to point form
 - eliminate unnecessary words
 - break down lengthy sentences into separate points
 - use abbreviations

RULES FOR TAKING TWO-COLUMN NOTES

- 1) Heading
 - top of the page
 - name, date, subject, block, title

- 2) Two Columns:
 - left one is narrow
 - right one is wide

- 3) Main Ideas
(Power One)
 - write in left column

- 4) Supporting Details
(Power Two, Three...)
 - write in right column

- 5) Point Form Notes
 - avoid complete sentences
 - use abbreviations

- 6) No Repeated Words
 - avoid repeating main idea in details column

- 7) Page
 - use only one side of paper

- 8) Spacing
 - leave space to add more information later